



MIAMI BEACH

Announcement of Open Position

MANAGEMENT INTERN

\$1,587.31 BI-WEEKLY SALARY

POSITION WILL BEGIN AFTER MAY 1, 2009

Open: 12/08/2008 8:30 A.M.

Close: 02/05/2009 5:00 P.M.

NATURE OF WORK

This is an exciting opportunity for a qualified graduate student who has recently completed their degree to gain unique exposure to municipal management. The position consists of entry level professional work and is a limited-term, one-year rotational appointment. Interns will rotate through a minimum of three City departments, consisting of one operating department, one internal services department, and the Office of the City Manager.

MINIMUM REQUIREMENTS

Ideal candidates will have completed all graduate coursework and will possess a Masters Degree in Public Administration, Public Policy, Business Administration, or other closely related field by June 2009. **Candidates whose sole remaining requirement to obtain a Masters Degree is an internship, or similar, requirement will be considered, although possession of the Master's Degree is preferred.** Will need to possess a valid drivers license and will need to be able to relocate to South Florida by the agreed upon start date. Strong analytical, research, writing, communication skills, and computer skills are requirements for the position

OTHER INFORMATION

The City of Miami Beach is a full service municipality located in eastern Miami Dade County and has 7 miles of beautiful Atlantic Ocean beaches and is the home of world famous "South Beach". While the City has a year-around local population of about 90,000 residents, during various tourist weeks out of the year, the total population of the City may be as high as 300,000, which creates a unique urban environment. Miami Beach is a true "24-hour" City consisting of regular commerce, business, schools, sports, and beach tourists during the day, and live entertainment, clubs, and nightlife throughout the evening, thus creating an unparalleled municipal management experience for our interns. The position reports directly to the Office of the City Manager.

TO APPLY

Each applicant is required to submit the following: **1)** a completed Miami Beach Application for Employment; **2)** two resumes; **3)** one page cover letter defining your career goals and what you hope to gain from the internship; **4)** Essay answering the following question (not to exceed 500 words): What do you feel you will contribute to the City of Miami Beach Management Internship Program, and how will your participation in this program relate to your long-term and short-term goals (personal and professional development)? **5)** Un-Official Transcripts from all undergraduate and graduate coursework, which will be subject to verification by the City (Official transcripts will be required upon conditional job offer); **6)** three references who have direct knowledge about your skills, experience, and abilities, including one faculty reference and one employment reference.

Completed Application Packets **MUST be mailed to:**

MIAMI BEACH CITY HALL
Human Resources Department
ATTENTION: Management Intern
1700 Convention Center Drive
Miami Beach, FL 33139
City website: www.miamibeachfl.gov

FAXES AND EMAILS WILL NOT BE ACCEPTED

CLASS NO: 1043

UC NO: 08-UO-1-465

EOE/AA/ADA/VET PREF